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**Standards for Accrediting
and Supervision
of
Junior and Senior
High Schools
In Montana**

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MISSOULA, MONTANA



Junior High School Standards Adopted
July 11, 1955

Senior High School Standards Revised
October 6, 1955

by the

Montana State Board of Education

Issued by the
STATE DEPARTMENT OF
PUBLIC INSTRUCTION

MARY M. CONDON,
State Superintendent

Montana State Library



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STANDARDS FOR ACCREDITATION OF SENIOR HIGH SCHOOLS

Revised by the Montana State Board
of Education

October 6, 1955

1. Schools are accredited by the State Board of Education for a period of one year.
2. Schools are classified for accrediting as: regularly accredited, accredited with advice, accredited with warning, accredited on probation, accredited on final or terminal probation, and dropped, or non-accredited.
3. Schools are accredited for a definite number of years or grades of teaching. A high school which is accredited for four years is considered as accredited to teach grades nine through twelve.
4. **Terms are defined as follows:**
 - A. Advice: Advice is given as first notice to a school that it is deficient in meeting any one standard.
 - B. Warning: Warning is given as notice of a failure on the part of a school administration to correct a deficiency on which it has been advised, or in the case of the violation of two or more standards, policies, or regulations, without advice.
 - C. Probation: Schools violating two or more standards, policies, or regulations a second year, or a single standard for a third year, are placed on a probationary status.
 - D. Final or Terminal Probation: Schools granted accrediting for the last time, for such reasons as may be considered proper, are given final accreditation.
5. **Apportionment of State and County Funds.**

Apportionment of State and County Funds shall be made to accredited high schools according to statute.
6. **Acceptance of Units of Credit.**

Units of credit earned in high schools that are accredited, accredited with warning, or on the probationary list will be accepted toward graduation in the high school in which they are earned or in any other high school in the State.

A limited number of high school units not to exceed one in any one year can be earned through the State Correspondence School and will be accepted toward graduation in any other high school in the state in which the student is enrolled. Taking correspondence work in the average high school should not become a regular practice. It is assumed that correspondence work is for the homebound, incapacitated children, the isolated child or for the child who needs subjects not offered in his high school. Units earned in non-accredited high schools, will not be accepted towards graduation in any high school in the state, except on proof of satisfactory academic status by the applicant.
7. **Eligible High School Students.**

Refer to school laws of the State of Montana 1949, Page 175, 176, 177, Chapter 117, Sections No. 1262.79, 1262.81 as amended by Chapter 106, Laws of 1951.
8. **Certificate of Accrediting.**

An appropriate certificate signed by the Governor,

State Superintendent of Public Instruction and the State High School Supervisor shall be issued yearly to each high school showing the level of accrediting granted by the State Board of Education.

9. Submission of Reports.

Regular annual blanks furnished by the State Department of Public Instruction shall be properly and completely filled out and placed on file with the State Department of Public Instruction. Part A of the high school report should be filed not later than October 10, and Part B not later than June 15.

10. Establishment of District High Schools.

In order to be eligible for accreditation, new district high schools must be approved by the State Superintendent of Public Instruction prior to their establishment. See Section 1262.37—School Laws of the State of Montana 1949.

11. Addition of New Classes, Courses, or Years of Instruction.

Small high schools with a limited teaching force must have been approved by the State Superintendent of Public Instruction before their work, and new classes or courses, can be considered for accrediting. See Chapter 91, Section 932, 941 School Laws of the State of Montana 1949.

12. Average Number Belonging.

Two-year high schools will be considered for accrediting provided that there are at least 15 students in Average Number Belonging in grades nine and ten, and who are carrying no classes below the ninth-grade level. Four-year high schools will be considered for accrediting provided that there are at least 25 students in Average Number Belonging, none of whom are enrolled in classes below the ninth-grade level. Borderline high schools may present their case in writing to the State Board of Education at a meeting each year, for consideration for accrediting.

13. The School Plant and Grounds, Sanitation, Janitorial Service.

- A. The school grounds must be well-kept and neat in appearance.
- B. The school plant must be adequate for the number of pupils enrolled and program of studies offered.
- C. The lighting, heating and ventilation of the building, lavatories and toilets, wardrobes, lockers and shower rooms, water supply, school furniture, location of the classrooms, shops and laboratories, and janitorial service are such to insure hygienic conditions for pupils and teachers. The lunch room must meet State standards for food handling establishments.
- D. Provision must be made for the safe-guarding of dangerous power machinery with which pupils come in contact. Proper steps for protecting pupils against injuries must be taken in labora-

tories, shops, gymnasiums and other parts of the building or grounds where accidents are most apt to occur.

- E. No high school which has fewer than two recitation rooms, in addition to the study hall and library shall be accredited. (See law on approval of building plans. Chapter 117, Section 1262.73 —School Laws of the State of Montana 1949.)

14. Science Laboratory.

- A. Science Laboratories. The laboratory facilities, the size of the laboratory, the equipment, instructional apparatus, materials, supplies, maps and charts, must be adequate to meet the needs of instruction for all those courses involving laboratory work.
- B. Ample provision shall be made for the safe-keeping, systematic arrangement and care of all materials, supplies, and apparatus used in the instructional program. Orderliness will be regarded as essential to good instruction.

15. Records.

- A. Every high school shall keep a permanent record of each pupil's work and attendance. This record shall be kept in a fire-proof vault or safe in the school building. All future school buildings shall be equipped with a fire-proof vault.
- B. For the purpose of adequate guidance, the high school student's record card should be continuous, comparative and cumulative, showing as graphically as possible the complete secondary school record of the student as revealed by teachers' marks, by comprehensive standardized tests of aptitudes and scholastic achievements, and by personal data.
- C. An official transcript (or a certified copy) of the college preparation of each teacher shall be kept on file in the office of the administrative head of the high school.

16. Instruction and Spirit.

The efficiency of instruction, the acquired habits of thought and study, the general intellectual and moral tone of a high school and community-school attitude and cooperation are paramount factors, and therefore only high schools that rank well in these particulars, as evidenced by rigid, thorough-going, sympathetic supervision shall be considered eligible for accrediting.

17. Cooperation of Board of Trustees and Community Spirit.

- A. The working relationships between board of trustees and the professional staff members whom they employ in their schools, including the administrators, shall be such as to insure efficient and successful administration and instruction in the schools. Community support of the school is an important factor to be considered in accreditation.
- B. The selection of teachers should be based upon

recommendations of the superintendent, and if there is no superintendent employed at the time such recommendations are needed, the recommendations of the high school principal should be considered.

- C. The tenure of teachers, principals, and superintendent shall be an important factor in the accrediting of schools. Excessive turnover in staff members may be interpreted as evidence of lack of cooperative spirit.
- D. The school board should supply adequate clerical assistance to the school administrator, such assistance to be under his supervision and direction, and should be selected upon his recommendation.

18. Preparation of Staff Members.

All high schools shall maintain standards respecting certification of teachers, administrators, principals, and superintendents, whatever their titles may be, in accordance with the Montana statutes governing certification of school personnel, and with the rules and regulations of the State Board of Education.

19. Requirements for Graduation.

- A. The school year shall consist of a minimum of 175 days of actual teaching, exclusive of all holidays and vacations. 180 days is minimum requirement for eligibility for full state aid.
- B. A school day of actual teaching is defined as a day when a majority of all classes meet and recitations are conducted for the greater part of the day. (A day given over entirely for a football game is not considered as an actual day taught.)
- C. The minimum length of the recitation period shall be forty-five minutes.
- D. A unit of credit in a course is defined as covering a school year that shall include in the aggregate the following:
 - Academic subject (without laboratory work) 200 minutes of recitation per week.
 - Academic and vocational subjects (with laboratory work) 280 minutes per week, divided approximately in the ratio of 120 minutes for recitation and 160 for laboratory work. Subjects requiring no outside preparation, such as typewriting and manual training, 400 minutes per week.
- E. Four-year high schools must maintain a minimum of sixteen units for graduation.
- F. Four-year high schools must require and maintain an offering of four years of English and/or Communications. This four-year program shall not include more than one semester of formal courses in dramatics or journalism. Wherever possible at least a one semester course in public speaking should also be offered to all students. Emphasis should be placed on reading, written and oral expression, use of library, and American literature.
- G. Four-year high schools must require one unit in American History and one-half unit in American

Government for graduation. A two-unit course in American History and Problems of American Democracy, which includes Government, may be substituted for this requirement; such courses in American Government should include the study of local and state, as well as national government structure.

- H. Students should not be graduated from high school (except in unusual cases) with less than four years of work.

20. The Teaching Load.

- A. An enrollment in the high school in excess of thirty pupils to one teacher shall be considered a violation of this standard.
- B. The minimum number of teachers for a two-year high school shall be two full-time teachers in addition to the superintendent. Such a high school employing the minimum number of teachers shall offer no more than one laboratory science in any one year.
- C. The minimum number of teachers for a four-year high school shall be three full-time teachers in addition to the superintendent. A high school employing but three full-time teachers shall offer not more than two laboratory sciences in any one year.
- D. The daily teaching load per teacher should not exceed five classes, except in those high schools using minimum-length periods of forty-five minutes, in which six classes may be taught. In extreme cases, where permission is granted by the Department of Public Instruction, the addition of one class may not interfere with accrediting.

21. The Pupil Load.

The normal pupil load shall be four unit courses yearly, exclusive of music, art, health and physical education, and student activities. Only such students as rank in scholastic ability in the upper 25 per cent of the student body may be allowed to take more than four units for credit.

22. Efficiency of Elementary School System.

Especially important are the quality of instruction, the certification of teachers, the number of pupils per teacher, the length of school term and the number of teachers in the grades, as compared with the number of teachers in the high school. No high school shall be accredited unless high standards of work and efficiency are maintained in the elementary school of the district.

23. The School Library.

A. Personnel.

1. High Schools of 800 or more students shall have at least one full time librarian who is a graduate of an approved library course.
2. High Schools of 400 to 800 students shall have a part-time teacher-librarian with a minimum of 12 quarter hours of technical library training.

3. High Schools of 100 to 400 students shall have a part-time teacher-librarian with a minimum of nine quarter hours of technical library training.
4. High Schools of less than 100 pupils shall have a part-time teacher-librarian with a minimum of 6 quarter hours of technical library training or practical experience.
5. All high schools shall have proper allowance for library assistants, if necessary.

B. Books and Periodicals.

1. A catalogued library of 800 live books and sufficient reference material of recent copy-right date should be chosen to serve needs of high school.
2. At least 15 periodicals should be chosen to serve school needs and at least one daily newspaper. At least \$400 per year for books, periodicals, and books re-bound or repaired, in the smaller high schools and \$1.50 per pupil for high schools where the enrollment is over 300, is required for budgeting.
3. Proper allowance will be made for public library, if there be a good public library in the district. (This does not replace the school library, however.)

24. Guidance and Counseling.

All secondary schools, to receive accreditation, shall provide continuing guidance and counseling facilities for the pupils. Teachers employed for this procedure shall be required to have adequate preparation for such work. Adequate time shall be scheduled to allow teacher time for counseling.

25. Standard School Day.

The standard school day shall be six hours in length (see Section 75.2201 R.C.M.) to begin not earlier than 8:00 A.M. or later than 9:00 A.M. High Schools, or high schools connected with grade schools which operate in such a manner as to violate the spirit of this standard concerning school hours, shall be subject to warning, probation, or loss of accreditation, as the State Board of Education shall consider fitting. Double-shift arrangements shall be considered violations of this standard.

26. Ethical Practice.

Violations of sound and accepted professional ethical practice in the total operation and management of affairs in secondary schools in any community, may be construed to warrant special recommendation to the State Board of Education for appropriate action.

STANDARDS FOR ACCREDITATION OF JUNIOR HIGH SCHOOLS

Adopted by the Montana State Board
of Education
July 11, 1955

Authority for Accreditation:

1. The State Board of Education, by law, prescribes the standards for accreditation of junior high schools and accredits such high schools upon the recommendations of the State Superintendent of Public Instruction, such recommendations being based upon compliance of the school with the standards.
2. Junior high schools are classified for accrediting as follows:
Regular accreditation;
Accreditation with advice;
Accreditation with warning;
Accreditation with probation;
Dropped, or non-accredited.
3. Junior high schools are accredited only for grades seven, eight, and nine. A school which varies from this pattern shall not be considered for accreditation or recommendation for accreditation.
4. Terms defined:
 - A. Advice. Advice is given at first notice of a failure on the part of a junior high school to meet one standard.
 - B. Warning. Warning is given as notice of a failure on the part of a junior high school to meet a single standard, after advice has been given, or for two or more violations of standards for the first time. Warning may be continued, changed to probation, or reduced to advice, upon appropriate action of the State Board of Education.
 - C. Probation. Probation may be final or terminal, or it may be continued from warning, as recognition of failure by a school to meet required minimum standards.

5. Apportionment of State and County Funds.

Apportionment of state and county funds shall be made only to accredited high schools in accordance with Montana statutes.

6. Acceptance of Units of Credit.

Pupils having received official certification of completion of grade six, shall be admitted to an accredited junior high school, in grade seven. Pupils who may have completed grade eight, and have proper proof thereof, shall be admitted to grade nine, regardless of previous residence, and provided that

such proof is supplied by a duly approved or accredited elementary school.

Credits earned in an accredited Montana junior high school shall be accepted by any accredited senior high school in that state. Pupils entering a senior high school of accredited standing, and who have completed the full year's work in grade nine, according to official transcript, shall be admitted to grade ten in Montana-accredited high schools. Administrators of junior high schools shall supply transcripts to other high schools of accredited standing, when so requested by the principal, and for the purpose of determining the status of a pupil whose residence has changed.

Credits earned in a non-accredited junior high school shall be invalid for graduation from a three or four-year high school.

7. Correspondence Courses:

Correspondence course credits which are earned through successful completion of courses supplied by the State Correspondence School at Missoula, Montana, shall be valid for admission to and promotion from the accredited junior high school, provided that such courses have been approved by a local or district school administrator, and that the number of courses taken in any one year does not exceed the maximum pupil load for junior and senior high schools. Pupils attending junior high schools must have their daily schedule of classes reduced by the number of correspondence courses in which they are enrolled.

8. Eligible Junior High School Pupils:

Pupils shall be eligible for admission to accredited junior high schools according to law.

9. Certificate of Accrediting to Junior High Schools:

An appropriate certificate, signed by the Governor, State Superintendent of Public Instruction, and the High School Supervisor, shall be issued yearly to each junior high school which has received accreditation for that year, in accordance with the action of the State Board of Education.

10. Junior High Schools, How Established:

In order to be eligible for accreditation, junior high schools must be approved initially by the State Superintendent of Public Instruction, in accordance with state law.

11. Average Number Belonging:

Junior High Schools will be considered for initial or later approval by the State Superintendent, provided that in addition to meeting all other minimum standards, the A.N.B. of the school shall not be less than fifteen pupils in grade nine, fifteen pupils in grade eight, and fifteen pupils in grade seven. For initial approval, the enrollment of a junior high school shall not be less than 45 pupils.

12. The Physical Plant of the Junior High School:

A. The school grounds shall be adequate for out-

- door games, such as softball, running games, and for appropriate playground facilities. The playground shall have a surface free from weeds and trash, stones, and dangerous obstacles. If turf is not provided, the surface shall be reasonably free of mud. The surface should be level and devoid of holes in which water or trash might collect. The grounds must be free from traffic hazards.
- B. The junior high school shall be provided with a library of approved type, capable of seating not less than thirty pupils in schools with an enrollment of 120 pupils or less. In junior high schools with enrollments of more than 120 pupils, additional seating at appropriate tables for ten pupils for each one hundred pupils above 120, or fraction thereof, shall be provided.
 - C. Appropriate library tables, shelving facilities, magazine racks and other necessary furniture shall be provided.
 - D. The library of the junior high school shall be indexed and neatly shelved, in compliance with recommendations of the qualified librarians.
 - E. Ventilation of any rooms in which pupils may be assigned school work must be ventilated according to standards under state law.
 - F. The school lunch room and kitchen rooms adjacent thereto, shall meet the approval of the State Superintendent of Public Instruction and the standards for lunch rooms according to the laws of Montana.
 - G. Lockers, showers, and dressing rooms shall be adequate and shall be provided separately for boys and girls.
 - H. Lighting in classrooms in new buildings for junior high schools shall be not less than 45 foot-candles at desk levels. Halls and areas not used for class work shall be lighted with not less than ten foot-candles at a distance of three feet from the floor.
 - I. Provision must be made to protect the pupils against hazards from dangerous power machinery, especially that which may be used in the classes. Proper precautionary measures must be taken against possible harms to pupils from hazards in laboratories, shops, gymnasiums, corridors, and other parts of the building and grounds where accidents may be apt to occur.
 - J. A junior high school must have not less than three general classrooms in addition to the library room, and such rooms as may be required for vocational, music, home-making, art, and other courses. A special room shall be constructed with appropriate water, sewer, gas, and electrical facilities for the science classes.
 - K. A special, fire-proof vault shall be constructed in all new junior high school buildings for the purpose of protecting the records of the school against fire and loss. Such a vault shall be constructed in such a manner as to protect it against damage in case the rest of the building may be destroyed by fire.
 - L. In junior high schools with enrollment over 100

pupils, a special room shall be provided with the necessary equipment for emergency nursing care, and for first aid, and in smaller schools, proper provision should also be made for emergency care.

- M. In junior high schools with enrollment exceeding 150 pupils, a special room for guidance and counseling shall be provided, with space for the appropriate information files.

13. Records:

- A. To be accredited, a junior high school shall maintain a permanent record of each pupil's progress in his classes, and his attendance. In addition to these records, health records and necessary information shall be kept until the child leaves the school, and either be transferred with the child or be retained for not less than five years.
- B. The pupil's record card shall be continuous while he is in school, and shall show as accurately as possible the complete record of the pupil, as revealed by teachers, by standardized tests, by scholastic achievements, by achievement in citizenship and social growth.
- C. An official, up-to-date transcript, or certified copy of the professional preparation of each teacher in the junior high school shall be kept on file in the office of the administrative head of the junior high school.

14. Cooperative Spirit Between Board of Trustees, School and Community.

The working relationship between the Board of Trustees and the administrative head of the junior high school, as well as that between the school administration and the community, shall be such as to insure efficient and successful administration and instruction in the school. The school superintendent, as executive school officer for the board of trustees, shall be responsible for executing the policy of the board, provided that the board of trustees shall have properly defined official policy. It is the duty of the administrator to request that policy be outlined, and at the same time, it is the duty of the school board to refer all matters relative to the internal administration of the school, to the superintendent. Staff personnel should refer administrative details, and references to policy, to the superintendent of the school before appealing to the board of trustees in matters involving differences of opinion.

Selection of teachers should be made according to the recommendations of the principal of the junior high school, provided that such teachers instruct more than one-half their teaching time in the junior high school.

15. Turnover of Staff Shall Not Be Excessive.

Maintaining a stable roster of teachers is an important factor in the accrediting of a junior high school. Excessive turnover may be interpreted as evidence of poor cooperative spirit in the school or community, unless subsequent investigation of the causes of such turnover shall prove otherwise. Excessive

turnover of staff, including administrators, shall be regarded as follows: Junior High Schools employing three full-time teachers and one administrator, 50 per cent is maximum turnover. Four to eight teachers, inclusive, 25 per cent turnover. Over eight teachers, 15 per cent turnover. Repeated excessive turnover shall be explained.

16. Preparation of Teachers:

Teachers in the Junior high school shall, in the majority of cases, be qualified to teach in the elementary school, and in addition to such preparation, shall hold the bachelor's degree from an accredited college or university in either elementary or secondary education. They must hold a valid teacher's certificate for the State of Montana, according to statute. They should teach in the fields of their general preparation.

17. Requirements for promotion to Senior High School:

The pupils shall have completed successfully the contents of the prescribed courses of study of the State of Montana for grades seven, eight, and nine, including geography, history, earth science, language and communications, music, fundamentals of manual arts (boys, or boys and girls), home-making fundamentals (girls, or girls and boys), elementary civics, general mathematics or algebra, physical education, health and hygiene, fundamentals of typewriting, when facilities are available, and such credits as may be earned in approved activities. Credits in foreign language, vocational courses, and other electives are valid for graduation from senior high school, when approved by the State Superintendent of Public Instruction, or his appointed representative.

18. Minimum offering of Junior High Schools:

To be considered for accreditation, a junior high school, when part of a junior-senior high school organization, shall offer the following courses each year:

General mathematics, grades seven through nine.

Algebra, grade nine.

United States History, or a related Social Studies Course, grades seven and eight.

World History, grades eight or nine.

History of Montana, grades seven, or eight, or nine. (Includes State Geography.)

Music for each of the three years.

Earth Science (related to General Science), grades seven and eight.

Language Arts and Communications, full three years required.

Physical Education, Health, Hygiene and Recreation, full three years.

(Minimum of 30 minutes per day, or 150 minutes per week)

Elementary Manual Arts for boys and girls, Elementary home-making for girls and boys. (Two-year course) (Art should be taught each of the three years.)

19. Schedule of Classes:

It is recommended, that the class schedule will be so arranged that the pupils in language, arts and social studies and other practical subject-combinations may have both classes with the same teacher in consecutive or dual periods. Length of class periods should vary in proportion to the need of the classes.

20. Teaching Load, Maximum:

The maximum daily teaching load, exclusive of one activity, shall not exceed five clock hours. Activities, excepting one, assignments to library or study hall, or other assigned and scheduled work will be counted as part of the teaching load. It is expected that the teacher will have not less than 45 minutes each day of unassigned activity or time for the purpose of performing duties in connection with his instructional work.

21. Pupil load:

The pupil shall not be permitted to carry a heavier educational load than will enable him to acquire the necessary credits for one year of junior-high school work, except in grade nine, when one additional course may be added by special permission of the principal, and in exceptional cases. Activity credits should be limited to two activities per year, and each pupil should be expected to enter one activity.

22. Minimum number of teachers:

A junior high school may be considered for accreditation only if the number of teachers is three or more, in addition to a principal. In schools in which part-time teachers are added to the regular staff, in order to meet this standard, the fractional time must bring the total to three full-time teachers, plus the principal.

23. Class Size:

Classes shall not exceed thirty pupils except in group work in music, physical education and recreation. It is recommended that all academic classes be restricted to 25 pupils, if possible.

24. Reference and General Library Budget:

Not less than \$300 shall be budgeted annually and used for the purchase of references, periodicals, and general reading content for the junior high school library. Junior high schools having an enrollment in excess of 100 pupils shall budget annually, one dollar per pupil in addition to the minimum of \$300. Final selection of books should be made with the assistance of a qualified and competent librarian.

25. Guidance and Counseling Service:

Each pupil shall have ready access to the services of at least one staff member qualified for guidance and counseling purposes. The principal shall have the responsibility for selecting personnel for this work, and for administering this essential service through his staff.



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